

## **INSTRUCTIONS FOR FILING MOTIONS**

- 1) Type in all necessary information on the form
- 2) Save the form and file it with the Court
- 3) To file with the Court, you must submit the completed motion to the Court by email as an attachment, by fax, by mail, or in person
- 4) After the Court receives your motion, it takes about 5-6 working days for the Court to process your motion and send out a ruling from the judge. Some judges may wait until your court date to rule on your motion.
- 5) The judge's ruling will be returned to you by mail.
- 6) If filing a motion on a criminal case, you **must** submit a copy of the motion to the Prosecutor's Office also. See below for their mailing address and fax information.

**Note:** It is your responsibility to ensure that your fax or email was received by the Court. You can call the Court at 480-312-2442 to check if the Court received your fax or email. Please wait about 2 working days from the date you sent the fax or email before calling to allow the Court time to process the motion.

### **If filing by email:**

- Attach the completed motion to an email and send to [courts@scottsdaleaz.gov](mailto:courts@scottsdaleaz.gov).
- Only Word and PDF documents will be accepted. Photos (.jpeg or other photo files) will not be accepted because their quality is too low.
- Only the information in the attachment will be forwarded to the judge.

### **If filing by fax:**

Print the completed form and fax it to Scottsdale City Court at 480-312-2764.

### **If filing by mail:**

Print the completed form and mail it to Scottsdale City Court, 3700 N 75<sup>th</sup> St, Scottsdale, AZ 85251.

### **If filing in person:**

Print out the completed form and bring it to the Court (address above), date stamp it and drop it in the drop box in the Court's lobby.

### **If filing a motion on a criminal case:**

A copy of the motion must also be submitted to the Prosecutor's office. Their address is: City of Scottsdale Prosecutor's Office, 3700 N 75th St, Scottsdale AZ 85251. Their fax number is 480-312-7795.



SCOTTSDALE CITY COURT • 3700 N. 75<sup>th</sup> Street • Scottsdale, AZ 85251 • 480-312-2442

<b>STATE OF ARIZONA</b>  <b>VS.</b>  _____ Name _____ Address _____ City State ZIP _____ Telephone	<b>Case #:</b>    <b>Complaint #:</b>	<b>Motion to:</b>    <b>Motion filed by:</b>
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Failed to appear date (court date missed):

Missed Court Date (mm/dd/yyyy)

Next Court Date:

Hearing Type

Court Date  
(mm/dd/yyyy)

Time  
(hh:mm)

Courtroom

Describe why you are requesting the Court to consider the following motion:

**UNDER PENALTY OF PERJURY, I declare that I have examined the above statement(s) made by me and to my knowledge and belief, each and all are true and correct.**

Without admitting responsibility, I hereby acknowledge receipt and waive service of the summons for this case to avoid unnecessary costs of service to me.

Date

\_\_\_\_\_  
Signature